

APPROVED



## The Anchor School

### Minutes

#### Executive Committee Meeting

"Governance" Committee

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#### Date and Time

Monday May 13, 2024 at 7:30 PM

#### Location

Dr. Dawn Gregory is inviting you to a scheduled Zoom meeting.

Topic: TAS Executive Committee

Time: May 13, 2024 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89561620375?pwd=akVQeitiUDBEM0IxcU44Q3htTDNjQT09>

Meeting ID: 895 6162 0375

Passcode: TAS

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One tap mobile

+16469313860,,89561620375#,,,,\*820659# US

+13017158592,,89561620375#,,,,\*820659# US (Washington DC)

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Dial by your location

• +1 646 931 3860 US

Meeting ID: 895 6162 0375

Passcode: 820659

Find your local number: <https://us02web.zoom.us/j/89561620375?pwd=akVQeitiUDBEM0IxcU44Q3htTDNjQT09>

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#### Committee Members Present

D. Gregory (remote), J. Anfield-EI (remote), J. Whittington (remote), N. LeBlanc (remote)

**Committee Members Absent**

*None*

**Guests Present**

J. Pinto Taylor (remote), M. Felts (remote)

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**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

D. Gregory called a meeting of the Executive Committee of The Anchor School to order on Monday May 13, 2024 at 7:45 PM.

**C. Approve Meeting Minutes**

D. Gregory made a motion to approve the minutes from Executive Committee Meeting on 04-24-24.

J. Anfield-EI seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**II. Governance Items**

**A. School Incidents**

- Late January - student reported privacy violations in two separate incidents
  - Parent-initiated investigation continues with Dekalb County police
  - School's investigation with SCSC has closed
  - Student is no longer enrolled at school
- May power outage due to missed payment
  - Jaamal recommends moving to auto-pay for school utility expenses
  - Finance Committee to follow up on this

**B. Head of School**

- Head of School contracts highlights monthly reporting of "major incidents" - currently undefined

**C. Communication Policy**

- Information should be provided to Board monthly.

- Anything that needs to be communicated to the SCSC should be shared with the Board.
- Incident reporting and anything that disrupts school operations is good follow-up for the Operations Committee.
  - The Operations Committee can also work to define a "major incident" and how information is shared with the Board during monthly meetings, leveraging the recent board-administration communication expectation. - J. Anfield-EI will convey this to the operations committee.
  - Dr. PT thinks anything that may reach an appeal from the Board should be proactively discussed - The executive committee instructed Dr. Pinto Taylor to notify the board upon scheduling of any student hearings. .
  - Dr. PT will re-share the dashboard with the executive committee that he's developing to highlight retention, suspensions, incidents, etc. - which will be reviewed by the operations committee.

#### **D. Governance Framework**

- The governance framework is being detailed with concise roles and responsibilities by 21Cobalt consultants.

#### **E. Committee Meeting Procedures & Recommendation Template**

- Will develop and present a meeting procedure template to the Board, along with the recommendation template.
- Each committee will follow this template.
- Training will be provided during the board retreat.

### **III. Board Retreat**

#### **A. Board Retreat Agenda & Expectations**

- D. Gregory, Board Chair, emailed the board several resources and reference materials that should be used to build knowledge and establish governance best practices. The executive committee is expected to take the lead on familiarizing themselves with these items.

### **IV. Board Recruitment**

#### **A. Recruitment Plan & Timeline**

- The plan is to formalize our recruiting efforts in June; recruit / vet in July and vote on new board members during the August meeting.
- Executive Committee board members should recommend at least two people in June.
- 21Cobalt will support with referrals/recommendations

- N. LeBlanc will investigate free services for board recruitment

## V. Annual Policy Review & Prioritization

### A. Policy Prioritization & Matrix

- Plan is to prioritize policies that are mission-critical to school operations
- Reviews of other policies can be deferred to June/August
- Need to have versioning/"last updated" language at the bottom of each policy

## VI. Public Comment

### A. Public Comment

There were no public attendees.

## VII. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:05 PM.

Respectfully Submitted,  
N. LeBlanc

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**The Anchor School** is a village of educators, families, and community members that partners with 6th through 12th-grade students\* who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. Through our commitment to excellent instruction, community partnerships, and holistic student development, we cultivate anchors that build a more just and equitable future.

*\*In August 2022, the SCSC authorized TAS as a GA Charter School with approval to enroll students who will be in the 6th grade in the fall of 2023.*